

BMS4002 Employee Performance Evaluation (EPE)

PURPOSE:	To assist supervisors and managers in their use of the City of Houston's Employee Performance Evaluation Process to obtain continued improvement of their employees' job performance.
LEARNING OUTCOMES:	<p>Upon completion of this course, participants will be able to:</p> <ul style="list-style-type: none">• Have a working knowledge of the Employee Performance Evaluation Guidelines and associated software• Understand the roles and responsibilities of the employee, supervisor and reviewing authority in the performance system• Write clear and measurable goals and performance standards• Conduct meaningful coaching sessions and performance reviews• Conduct employee development discussions with employees
CONTENT:	This course focuses on developing Employee Performance Evaluation plans that provide employees with clear and measurable goals and standards and evaluating employees on the goals and performance factors contained in the plan.
METHODS:	The course provides the participants with informational material (including Mayor's Policy) that will assist supervisors and managers in their use of the City of Houston's Employee Performance Evaluation Process. This class begins with a discussion of the employee performance review process and any concerns the participants may have regarding its application. In addition to a review/ discussion of the 'Performance Impact' software, the instruction will involve a PowerPoint presentation with interactive discussion of the Employee Performance Evaluation Guidelines, group exercises on goal setting and establishing meaningful standards of measurement. Through role playing instructional techniques learners will understand how to conduct coaching and performance review and employee development discussions with employees. The participants will have the opportunity to discuss problem situations and ask questions. A course evaluation will be provided.
LENGTH:	7 Hours / 1 Session
AUDIENCE:	Managers and supervisors with the City of Houston
PREREQUISITES:	None
CEU CREDITS:	.7